

Hall of Records  
Commission

**OR RECORDS RETENTION**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **C-147**  
PAGE NO. **1.**

1. Requesting Agency  
**HOWARD COUNTY**

2. Division or Bureau of Requesting Agency  
**CLERK OF THE CIRCUIT COURT**

3. Authorization Requested (Check only one of the squares below).

☒ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b>JUDGES AND COURT DOCKETS</b></p> <p>Size: 14" x 9" x 1"  Dates: 1845-1909 (scattered)  Quantity: 49 volumes  File Arrangement: By court term  Annual Accumulation: Discontinued. See Clerk's Docket  Disposable Amount: 8 cubic feet</p> <p>This series of dockets includes judges and court dockets prepared at various times for the temporary use in the courtroom for the judges' reference, giving both criminal and civil cases, presentments and appearances, foreign trials and appearances, and appeals showing the names of the plaintiff and defendant, and the attorneys under the docket or case number. The temporary notes contained in this docket series are recorded in permanent form in the Civil and Criminal Dockets, Law Dockets and Court Dockets. The Judges and Court Dockets are considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed when they are no longer needed. This type of record was discontinued, c. 1909, when the Clerk's Docket was substituted for courtroom use.</p> <p><b>RECOMMENDATION: DESTROY ACCUMULATION.</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

*William M. Haith*  
Signature

*Chief Deputy Clerk*  
Title

*Aug 8-1960*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*9/7/1960*  
Date

*Marion S. Radell*  
Archivist

*OCT 5 1960*  
Date

*Andrew H. ...*  
Secretary